

APPENDIX C

AUTHORIZATION LETTER FORMAT AND SAMPLE

AUTHORIZATION LETTER FORMAT

Letterhead Stationery

MEMORANDUM FOR DIRECTOR, CENTRALIZED PAY AND ACCOUNTING (EANC-FMC-CPA-FN),
UNIT #15300, APO AP 96205-5300

SUBJECT: Delegation of Authority to Sign Time and Attendance (T&A) Reports

***** S A M P L E *****

1. Reference DoD FMR, Vol. 8, paragraphs 020102B and 020401-020402.
2. The undersigned hereby delegates to the persons whose names and signatures appear below the authority to certify time and attendance reports for Korean employees serviced by 175th Financial Management Center. Request these individuals be authorized to access the Korean National Payroll System (KNPS), so that T&A data can be transmitted to the servicing payroll office by using the Remote T&A Input Module.

<u>Last Name, First, MI</u>	<u>RANK</u>	<u>ID No.</u>	<u>DEROS</u>	<u>SIGNATURE</u>	<u>PAYROLL No.</u>
_____	_____	_____	_____	_____	_____
(E-mail address: _____ Tel: _____)					
_____	_____	_____	_____	_____	_____
(E-mail address: _____ Tel: _____)					
_____	_____	_____	_____	_____	_____
(E-mail address: _____ Tel: _____)					
_____	_____	_____	_____	_____	_____
(E-mail address: _____ Tel: _____)					

3. This signature authority supersedes all others previously issued one, dated _____.

_____ (DEROS: _____)
(Approving official) (E-mail: _____)

Note: ID No: For US citizens, indicate the last 4 digits of SSN, and for KN employees, indicate the individual's 6 digits of payroll account numbers. A copy of this document must be maintained by the activity for audit purposes.



DEPARTMENT OF THE ARMY
175th FINANCIAL MANAGEMENT CENTER
UNIT #15300
APO AP 96205-5300

EANC-FMC

*** **S A M P L E** ***

1 April 2007

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<u>Last Name, First, MI</u>	<u>RANK</u>	<u>ID No.</u>	<u>DEROS</u>	<u>SIGNATURE</u>	<u>PAYROLL No.</u>
<u>Smith, James D.</u> (E-mail address: <u>smithJ@korea.army.mil</u>)	<u>GS-13</u>	<u>1234</u>	<u>1 Oct 08</u> (Tel: 723-1234)	<u><i>Smith, James D</i></u>	<u>123</u>
<u>James, Roberts Y</u> (E-mail address: <u>JamesR@korea.army.mil</u>)	<u>MAJ</u>	<u>2345</u>	<u>15 Nov 08</u> (Tel: 723-2345)	<u><i>James, Roberts Y</i></u>	<u>123 & 234</u>
<u>Hong, Kil Dong</u> (E-mail address: <u>HongKD@korea.army.mil</u>)	<u>KGS-12</u>	<u>012345</u>	<u>Indef</u> (Tel: 725-3456)	<u><i>Hong, Kil Dong</i></u>	<u>234</u>

3. This signature authority supersedes all others previously issued one, dated 1 October 2006.

John A. Jones
 JOHN A. JONES (DEROS: 31 Oct 08)
 COL, FC (E-mail: JohnAJ@korea.army.mil)
 Director, Financial Management Center

Note: ID No: For US citizens, indicate the last 4 digits of SSN, and for KN employees, indicate the individual's 6 digits of payroll account numbers. A copy of this document must be maintained by the activity for audit purposes.

